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DEPARTMENT OF HEALTH

Food Establishment Licensing Procedures for New Facilities

Section 4-18 of the **Greenwich Municipal Code** requires all Food Establishments in the Town of Greenwich to have a license issued by the Director of Health.

The following is an outline of the licensing procedure for Food Establishments operating in the Town of Greenwich. The licensure period is October 1 – September 30.

1. The applicant must obtain the Food Establishment Plan Review Application and Application to Operate a Food Service (Class II or Class IV) Facility from the Greenwich Dept. of Health. Applications may be obtained in person, Monday – Friday, 8:00 am – 1 pm, or on-line at the Health Department web site*.
2. Complete the Plan Review Application **IN FULL** and return to the Health Dept. The Application to Operate a Food Service Facility does not have to be submitted at the same time that the Plan Review Application and Checklist is submitted (Information required on the Application to Operate may not be available at the time of initial plan review, such as a list of employees and copies of their QFO Certificates). ***Incomplete applications will be returned to the applicant and will result in a delay of licensing.***

Refer to the FDA's [Food Establishment Plan Review Guide](#) online at the FDA website, Plan Review Application and the License to Operate Application for a complete list and specific details of what must be submitted with each application, including but not limited to:

Plan Review:

- A check for Food Service Establishment Plan review fee*, payable to the Town of Greenwich.
- Three copies of the Floor plan of proposed site.

Application for a License to Operate:

- A check for the Food Service Establishment License to Operate fee* (this is a yearly fee) payable to the Town of Greenwich.
- Copies of Qualified Food Operator Certificate(s) for Class IV facilities.

3. The plan review will be assigned to an Environmental Hygienist who will review the application and building plans.
4. Upon approval, the Health Department can sign off on the Building Plans and the applicant can file for the Building Permit.
5. The applicant must notify this Department upon commencement of construction. The Hygienist will inspect during the construction process. Upon completion of construction the Division can sign off on the permit provided compliance with the proposal and all building department sign-offs have been satisfied. The Application to Operate a Food Service Facility and the accompanying fee should then be submitted to this office and a License to Operate will then be mailed out.

All Food Service facilities licensed by the Town of Greenwich are notified approximately one month before the License to Operate expires (September 30) and will be provided with the necessary forms in order to renew their license for the coming year.

Any facilities that are delinquent in their personal property taxes, as per the Tax Collector's office, will not be re-licensed and this office will take the necessary steps to close the facility until all tax obligations to the Town of Greenwich are satisfied and this Department issues a License to Operate.

*Refer to the Town of Greenwich Website, www.greenwichct.org, click on the Business link at the top center of the page and then select Business Licensing – Health and select Food Establishments.

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